

Job title	Deputy Programme Director (MSc Modelling for Global Health)
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	NDM Operations – Academic Programmes Centre, Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Oxford OX3 7LF And Stoke House, 7 Stoke Place, Headington, Oxford, OX3 9BX
Grade and salary	Grade 9: £52,815 - £61,198 with a discretionary range to £66,857 p.a. (pro rata)
Hours	Part time (22.50 hours / 60% FTE)
Contract type	Fixed-term contract for 12 months
Reporting to	Ricardo Aguas, Programme Director (MSc Modelling for Global Health)
Vacancy reference	168630

Hybrid working arrangements	The successful person will need to work on site for a minimum of 2 days per week
Additional information	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship or a Global Talent Visa under UK Visas and Immigration legislation. Therefore, the Nuffield Department of Medicine welcomes applications from international applicants who require a visa.
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community

The role

You will support the vision to train a new generation of modellers with cutting edge multi-disciplinary skills to support developing global health systems at sub-national, national and international levels. You will play a key role in the overall management and the strategic direction of the MSc Modelling for Global Health programme. You will be expected to work in concert with the course director on both the curriculum aspects of the programme and its organisational aspects, which include, but are not limited to: marketing of the programme; selection and admission of students; preparation of programme documentation; timetabling; liaison with lecturers; assessment and examination; students' records; allocation of tutors and supervisors; organisation of students' placements; programme resources; student support; programme evaluation, other quality assurance and quality control procedures and input as appropriate into the appointment of permanent core MSc staff.

You will also need to become familiar with the University's examination and other regulatory procedures. There will also be an important external liaison role, in communicating with other programme stakeholders, and with organisations world-wide from which students may be drawn and overseas research facilities that may offer student placements.

You will be expected to contribute to curriculum adjustments based on feedback from stakeholder organisations and previous cohorts of students and following discussions with the Organising Committee.

You should be a recognised authority in their chosen field of research and be able to demonstrate a track record in attracting external, peer reviewed research funding.

While the primary focus of the Deputy Director will be the organisation and running of the MSc Programme, you will be allowed to engage in research activities, time permitting, such as grant proposal writing and publishing peer review research in keeping with their established role as a leading expert in the field.

The Deputy Director will be expected to teach portions of the MSc course depending on the expertise of the individual.

Responsibilities

You will:

- Develop strategic vision for the MSc in collaboration with the Director and other academic and strategic team members.
- Lead at least 2 core or elective modules and coordinate all the modules of the course.
- Make concerted efforts to get buy-in and long-term engagement from module leads and ensure long-term course sustainability.
- Teach on MSc Modelling for Global Health programme and other programmes, as agreed with the Head of Department and NDM Graduate Studies Director.
- Ensure the course teaching adheres to the original vision of the course.
- Provide academic supervision for research students, provide and contribute to lectures and class teaching.
- Maintain and develop a personal research agenda in topics relevant to the field of global health modelling (obtaining external research funds, and published outputs, present at international conferences).
- Participate in relevant committee meetings.
- Complete the drafting of the student handbook and other course documentation.
- Monitor student progress and coordinate/provide additional support for students as required.
- Review applications along with a committee.

- Seek scholarships both to attach to the course as well as an extensive list of options for applicants to apply for independently.
- Management of donor relations in relation to MSc funding.
- Lead and be ultimately responsible for examination OR placement related processes.
- Find placement hosts and coordinate student placement projects.
- Liaise with university support centres for delivery of English language training etc.
- Develop partnerships with other PGT and PGR programmes within the department, division, university, other universities and international organisations.
- Identify and coordinate academic advisers.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements

Key Relationships:

- Be line managed by the Course Director.
- Work closely with the Academic Programmes Centre Team to plan and carry out course administrative and operational tasks.

Selection criteria

Essential

- Hold a PhD/DPhil in global health, infectious disease modelling, health economics or a related field.
- Significant experience in modelling of infectious diseases, including, but not limited to, academic research.
- Distinguished research career in global health, infectious disease modelling, health economics or a related field.
- Recognised international authority within the specialism.
- Demonstrate interest in modelling for global health.
- Intersectional and translational research track record with a large network of collaborators.
- Track record of working with interdisciplinary research teams.
- Experience of managing research projects and staff.
- Provide evidence of an established international publication record.
- Interest and extensive experience in teaching at the post-graduate level.
- Experience with developing and delivering teaching, both in person and online.
- Interest in co-supervising doctoral students.
- Ability to work independently to achieve agreed goals and to encourage and develop productive collaborations.
- Track record of health policy facing research and impact.

Desirable

- Stellar research publication track record.
- Good funding track record.
- Experience of leading and/or teaching on health-related taught Masters.
- Experience of leading research programmes, including setting the strategic direction.
- Experience of providing specialist advice to external industry, university, or research councils.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

All applications must be received by **midday** UK time on the closing date stated in the online advertisement

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email. Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement



The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.